

OFFICE OF THE DISTRICT & SESSIONS JUDGE
HOJAI II ASSAM.

Memo No. DJH/ 1/ 21/ 712 - 715 ,

Dated Hojai the 16th July/ 2021.

TENDER NOTICE

A. General

The District & Sessions Judge establishment, Hojai, invites reputed registered firms/Enterprise for Quotation affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable for annual supply of Stationery article as per requirement listed in the Annexure mentioned hereunder.

Annexure A:

List of Stationery articles :


Sl. No.	Name of Stationery articles	Rate/s of Items (Without GST).	Remarks
1.	Battery for Torch (Everedy/Nippo)		
2.	Ball Pen (General)		
3.	Ball Pen both side		
4.	Binding Registers (6/B/10/12 No.)		
5.	Bleaching Powder		
6.	Brief Case (Lather- Standard Quality)		
7.	Calling Bell (Manul/Electrical)		
8.	Calculator		
9.	Carbon Paper		
10.	Cello tap (Transparent/Thick)		
11.	Citranala Oil		
12.	Correction Pen		
13.	Cup/Saucer(Cello/LaO'pala/Bone China)		
14.	Curtain		
15.	Cup/Saucer(Cello/LaO'pala/Bone China/General)		
16.	Cushion for Chair		
17.	Distilled Water for Battery/ 1 Ltr. Cartoon		
18.	DFC Paper (6/B/10/12 No.)		
19.	Doormat (Small/Large)		


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20.	Envelope(Medium/Big) Packet		
21.	Envelope (Medium/Big) Polycoated Packet		
22.	Fax Role		
23.	File Cover with Board		
24.	File Tray		
25.	Flask 1 Ltr.		
26.	Flask 2 Ltr.		
27.	Floor wiper		
28.	Fulls Cap Paper		
29.	Four Fold Cover File(Ambassodor/General)		
30.	Gel Pen		
31.	Glue Stick		
32.	Gum Tube (Small/Big)		
33.	Guard File (Branded)		
34.	Lighter (Kores/Cello)		
35.	James Clip (King)		
36.	Jharu (Coconut leaf/General)		
37.	Knife		
38.	Liquid Handwash (Dettol/Patanjali/Savlon)		
39.	Lock & Key(Big/Medium/small) Harrison/Godrej/Link		
40.	Marker Board		
41.	Marker Pen		
42.	Markin Cloth (Red/White)		
43.	Mosquito Repellent machine with oil (Goodnight/Allout/Mortien)		
44.	Mosquito Repellent ciol.		
45.	Napthalene Balls/Packet (Small/Big)		
46.	Note Padf		
47.	Page Marker		
48.	Paper A4 Size(JK Copier or equivalent standard) 75 GSM		
49.	Paper Legal/FS (JK Red)		
50.	Paper Weight		
51.	Pen Stand		
52.	Peon Book		
53.	Pencil (HB/2B) Nataraj/Apsara		


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54.	Phenyle (Cross) 500ml. (Black/White)		
55.	Pin Cushion		
56.	Plastic measuring Scale		
57.	Plastic Mug (Milton/Cello/Bright)		
58.	Plastic Bucket (Milton/Cello/Bright)		
59.	Plastic Tray (Milton/Cello/Bright)		
60.	Polymer Seal (Rectangular/Round)		
61.	Punching machine (Small/Big)		
62.	Quarter Plate (Milton/Cello/Bright)		
63.	Ribbon Tap		
64.	Room Freshener (Standard quality)		
65.	Room heater		
66.	Ruller (Wooden)		
67.	Scale (Wooden)		
68.	Scissors (Small/Big)Sealing Wax		
69.	Short hand Note Book		
70.	Stamp Pad (Camel/Kores)		
71.	Stamp Pad Ink (Camel/Kores)		
72.	Stapler(Camel/Kores)		
73.	Stapler Pin (Big/Medium/Small)		
74.	Table Cloth (Rexin)		
75.	Table (Rexin)		
76.	Table Top Glass 5 mm/8 mm.		
77.	Tag (Cotton/Nylon)		
78.	Tea Pot (Milton/Cello/Bright)		
79.	Tea Spoon (Stainless steel)		
80.	Thread Ball (White/Red)		
81.	Toilet Brush (Sani Fresh/Harpic)		
82.	Toilet Cleaner (Sani Fresh/Harpic)		
83.	Toilet Freshener (Odonil)		
84.	Towel White (Small/Medium/Big)		
85.	Transparent Adhesive Tap		
86.	Urinal Mat Skin (Standard quality)		
87.	Wall Clock(Ajanta/Timex/Orpat)		
88.	Waste Paper Bin (Cello/Bright)		
89.	Water Filter (Cello/Milton)		


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90.	Water Jug (Milton/Cello/Bright)		
91.	Water Glass (Standard quality)		
92.	Wire Pin (Kiing)		
93.	Extension Electric Board		
94.	Umbrella		
95.	Seal (Round-Metal)		
96.	Rain Coat		
97.	Official Bag		

B. Submission of Quotation :

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Hojai, Assam by post of hand delivered.
2. Interested Registered firms/Enterprise must submit their quotation in sealed covers as per the format enclosed as Annexure 'A'. The sealed cover of the bid should be superscripted as "Quotation for annual supply of Stationery articles".
3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 5th August, 2021 within 4 P.M. Bids received after the due date/ time shall not be entertained.
4. The received bids shall be opened in this office on 07.08.2021 at 3 P.M. in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
5. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. This office shall reserve the right to reject any bid without assigning any reasons if there appears to be reasonable and probable cause for same.
7. The rates quoted shall be valid for one year from the date of awarding the work of Printing and supply by the office of the District & Sessions Judge, Hojai.
8. TDS will be deducted at the applicable rate from the contract amount.


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Hojai

9. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.

C. Terms and Conditions :


The firm / Enterprise shall abide by the following terms and conditions.

The bidder must be a registered firm / Enterprise and must submit the necessary documents as follows.

1.
 - i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
 - ii) Trade license issued by appropriate authority.
 - iii) PAN Card in the name of the firm.
 - iv) GST registration certificate.
 - v) Any other documents which are required for supplying of tendered items to the Govt. Office.
2. The rates should be submitted with GST and without GST separately.
3. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
4. Preference shall be given to Firm which has experience in dealing with supply of Stationery articles to the Govt. Offices/ Departments.
5. The bidder shall have to supply the ordered items immediately and not later than 15 days of receipt of such supply order. The articles to be supplied should be of best and standard quality and as per samples given by the supplier.
6. The bidder shall have to supply any other ancillary stationery articles that are not listed in the above mentioned '**Annexure**' as per Market Price Rate in urgent cases upon written order if required.
7. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis. The bills to be submitted within 7 days of such execution.
8. Sample of the items should be submitted where necessary.


Divyesh A. Gadhavani Judge

9. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
10. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
11. The decision of the undersigned in all respect shall be final and binding.


District & Sessions Judge,
Hojai :: Assam
District & Sessions Judge
Hojai
Dated Hojai the 16th July, 2021.

Memo No. DJHj/ I/ 21/ 712 - 715
Copy to

1. The District Information and Public Relation Officer, Hojai, Assam.
2. System Office, O/O the District & Sessions Judge, Hojai, Assam for uploading the Notice in the official Website of the District Judiciary, Hoja, along with the Annexure enclosed.
3. Notice Board of this establishment.
4. Office File.


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Hojai :: Assam.
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